



Dorchester Town Council

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3 May 2023

Agenda for the meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **TUESDAY 9 MAY 2023** commencing at **7.00pm**.

Steve Newman
Town Clerk

Public Speaking and Attendance at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major (Vice-Chairman), R. Potter, M. Rennie, R. Ricardo, D. Taylor and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 13 March 2023 (adopted by Council on 27 March 2023). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

- 4. Borough Gardens House – Carbon Reduction Options**

To consider a report by the Assistant Town Clerk (Outdoor Services) (enclosed) and an oral report by the Council's Carbon reduction advisor.

5. Management Arrangements – Outdoor Services

To receive the Assistant Town Clerk - Outdoor Services update report (enclosed).

6. Lubbecke Twinning Anniversary

To consider the notes of the Task and Finish Group held on 2 May 2023 (enclosed).

7. Possible Twinning Panel

To consider a report from the Town Clerk on a proposed Twinning Panel.

8. West Walks

The Committee will be informed about works proposed to be undertaken at West Walks to upgrade the existing electricity infrastructure and to allow for the installation of new EV charging stations in the town.

Discussion has taken place with the contractor who has agreed for a full width reinstatement of the surface. Archaeological and arboriculture monitoring will also be undertaken and access to the Gardens will be maintained.

9. Herrington Road Allotments

To consider a request from Weldmare Hospicecare for some staff parking at the allotment site during the summer whilst the hospice has work undertaken to reconfigure the rear of its car park to improve the number of spaces. It should be noted that the summer is the most time for allotment gardening and space is already fairly restricted.

10. Grant Applications

To consider the following applications for financial assistance:-

- (a) People Need Nature (application enclosed)
- (b) Dorchester Family Support (application enclosed)
- (c) Lubbecke Society (application enclosed)

11. Cemetery Matters

- (a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

- (b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

12. Public Bodies (Admission to Meetings) Act 1960

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

13. Boxing Club at Weymouth Avenue Pavilion

To consider a report by the Town Clerk (enclosed).

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9th May 2023

Low Carbon heating system and PV for Borough Gardens

1. Background

At the meeting Management Committee on 14th November, Members were given the opportunity to consider options for low carbon heating for both Borough Gardens house and flat and the nursery glass houses. At that meeting it was decided to progress work further to establish options available and more accurate costings.

2. Progress

Support was obtained from Low Carbon Dorset to assist in establishing what systems would best suit the buildings and the site. Following on from this it became clear that numerous options were available and various companies would have a view as to the most suitable. In-house expertise to evaluate the options and sort the best value and system for the council was not sufficient so a consultant has been engaged to both undertake an assessment of best options, gain quotations and to oversee installation.

At this time, quotations have been sought and received which again have underpinned the view that many options are available despite a specification and some have not quoted for all works or suggested alternatives.

3. Options

The process is now at the stage that priced options have been received and members will need to decide both which elements they wish to progress with and options available in each.

To assist with this process members have been previously circulated with options and prices. The consultant Matthew Peukert will present these options at the meeting and offer best advice and guidance to enable members to make decisions as to how they wish to progress. Matthew will also be available to answer any questions members may have.

Carl Dallison
Assistant Town Clerk Outdoor Services
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9th May 2023 OUTDOOR SERVICES UPDATE REPORT – Spring

1. The spring period saw ongoing maintenance work being dictated largely by showery conditions, followed by a drier spell which has continued for a couple of weeks. The drier conditions have allowed for commencement of routine grass cutting and maintenance work. It is anticipated that warmer conditions will now prevail marking the commencement of a late spring. Grass cutting operations, after initially focusing on play areas, were extended to all grass areas leaving them in a tidy condition for both the mayday bank holiday and the Coronation holiday with its associated events especially at Great Field and Salisbury Field.

2. The Borough Gardens team have been doing numerous routine tasks within the site assisted where necessary by the outdoor services staff. These tasks have revolved, in the main, around care for the bedding plants and bulbs which are currently at their best. Emphasis this year was switched to bulbs rather than plants as the previous three winters have seen plants rotting off due to milder and wetter conditions. Comments from users of the gardens have been very positive towards the bulb display

Other works have included ongoing pressure washing of surfaces and infrastructure such as the older pair of Tennis courts which enable them to come into safe use in April.

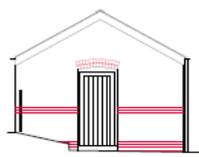
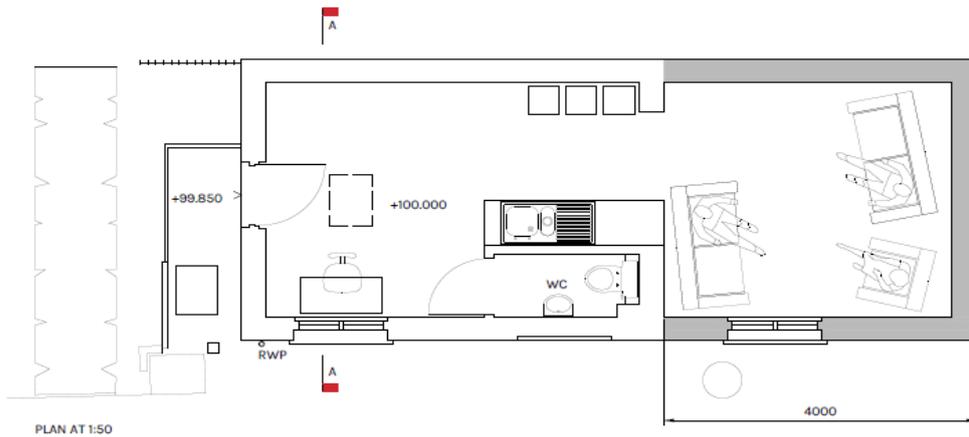
Following the felling of the diseased Ash trees adjacent to the Cornwall Road gate, the on-site compost heap project was successfully completed. The compost area was screened utilising bamboo screening and new shrub planting has taken place in the border below where the former Ash tree crowns shaded out shrub growth. A winter flowering cherry tree (*Prunus x subhirtella* 'Autumnalis') has also been planted to mark the passing of Queen Elizabeth II. As part of the planting, compost made from the flowers laid at the bandstand during the mourning of the death of the late Queen was added to the base of the hole. The tree has already shown good blossom this spring. Shrubs planted alongside the tree offer both foliage and flower interest with specimens of Sarcococca and Viburnum being planted that offer winter flowers and a very strong scent to welcome visitors to the gardens in the winter months. They will eventually grow up to help screen the bamboo fence and compost area.

Root heave had affected the adjacent tarmac path and seat bay this has been repaired and the reconditioned seat replaced on site.

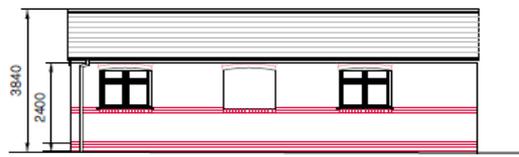
Staff have completed reprofiling the grass areas adjacent to the fountain along with the lifting leveling and relaying of all the steps and sunken areas of paving around the fountain to bring the area back to its best. The grass particularly on the southern approach was sloped in such a way that it could become slippery to users and also proved difficult to mow in a proper manner. The areas were reprofiled using the councils own mini digger before being raked to level and grass seeded. The seed germinated quickly in March as temperatures slowly increased, in time for both Green Flag judging and another busy summer season.



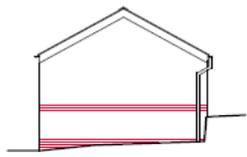
Work has progressed on the extension to the mess facility building in the gardens. Architects have almost completed construction drawings based on the approved draft drawing below.



SOUTH ELEVATION AT 1:100



EAST ELEVATION AT 1:100



NORTH ELEVATION AT 1:100



WEST ELEVATION AT 1:100

3. Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas. Redecoration of equipment has taken place Salisbury field play area where replacement safety surface matting around the roundabout was recently renewed and two new self-closing gates have been installed and the railings around them adjusted and repainted.

Professional climbing work will be carried out to several trees in May to remove dead wood and branches causing a nuisance to neighbours in term of trespass over boundaries, these works having been delayed by the weather preventing vehicular access.

Further routine work has continued, keeping all play equipment inspected and in a safe and well-maintained condition, the collection of litter from open spaces and bins has been ongoing with the levels of litter being exceptionally high on occasions coinciding with sunny dry days.

Members should be aware of the increasingly aged condition of many play area items across the councils play areas, many are approaching end of life. A renovation plan will be produced in the next year. More widely, members may wish to consider, next year, increasing the play area reserve to facilitate gradual replacement of items to add interest and widen the range of equipment provided in play areas.

Repairs and renewals have been carried out to several allotment water tanks, a leaky main stop valve was replaced at Hawthorne Road allotments and further investigation works are continuing to establish the whereabouts of a leak at Herringston road allotments.

4. Cemeteries

The team have again been working hard to deliver the cemetery service due to the ongoing increased number of interments which over the year have seen a significant rise. This work has been made more difficult by the location of some of the graves in terms of restricted access and the saturated ground conditions in early April.

Elsewhere at Poundbury cemetery a new donated tree was planted near the main entrance accompanied by another on the other side of the main access path to the temple feature.

5. Biodiversity

The initiative to install solar panels to Borough Gardens House roof and air source heating to the house and flat and potentially, the greenhouses at Borough Gardens has progressed and a separate report on this matter is included in this meeting's agenda along with a presentation by the council's independent advisor who has been appointed to ensure best value and appropriateness of provision.

Tree planting in the form of gapping up has taken place at both Kings Road wooded area and Salisbury field, new tree planting has also taken place at Sandringham.

Three new multi-stemmed Birch trees and a heavy standard Liquidambar tree were planted in mid-April in the area of Coffee #1 where the two large Conker trees were removed in the late winter. The team doing this work were ably assisted by the Mayor, Cllr Janet Hewitt



Grass cutting works have commenced on areas where reservations for wildlife have been created such as at Frome Terrace and Lubbecke way, a further area of bank at Sandringham sports field has been newly set aside this spring. By leaving these areas unmowed until much later in the year both flowers and wildlife can benefit from both a refuge in which to temporarily live and food plants.

6. The Great Field

Town Council play inspection trained staff now inspect equipment on a weekly basis and are feeding back any issues to the Assistant Town Clerk Outdoor Services who in turn is working with the Duchy officers to effect repairs etc. The relationship continues to be good and effective. Problems with the mesh being used on the windows at the Buttercross structure not being robust enough have been reported back to the Duchy and the equipment provider is currently designing an alternative. Town Council staff have fixed temporary shutters to prevent children climbing out

of the structure. The field was prepared for the (at the time of writing) forthcoming Lions club event to mark the Coronation and looked in very good condition.

Carl Dallison
Assistant Town Clerk Outdoor Services
Dorchester Town council

DORCHESTER TOWN COUNCIL

NOTES OF THE 50th ANNIVERSARY OF LUBBECKE TWINNING TASK AND FINISH GROUP

2 MAY 2023

Present: Councillors S. Hosford, F. Kent- Ledger, S. Jones, R. Major (joined meeting part-way through) and M. Rennie.

Plus: Tess James, Chairman on the Lubbecke Society

Officers: G. Wakely, Mayor's Secretary

1. Proposed Itinerary

Members discussed the proposed itinerary. The group agreed that the programme should focus on activities in Dorchester and ensure that some free time was allocated for the visiting Civic Party to have the opportunity to have some free time to explore the area.

It was agreed that the Mayor's Secretary should liaise with the Mayor Elect and the Dorchester Town Council Lübbecke Society representative to finalise the itinerary.

The Group agreed that the visiting Civic party should be escorted by the Town Clerk, The Mayor and Mayoress (when available), the Dorchester Town Council Lübbecke Society representative and partner (when available) and the Lübbecke Society Chairman and partner (when available).

2. Civic Reception

The group agreed that a Civic Reception should be held in the Town Hall on the afternoon of 4 June. The group noted that the room and caterers had been booked and invitations would be sent to the previously agreed guestlist in due course.

The group agreed that the Civic Reception would be a good time to present the Mayor of Lübbecke with a gift from the Town Council in honour of the special twinning anniversary.

3. Gift

The Group agreed that a framed map of Dorchester would be a suitable gift to mark the occasion. The Chairman of the Management Committee agreed to forward information of where to purchase the gift from to the Mayor's Secretary.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 MAY 2023

TWINNING

1. At the last meeting of the Management Committee a number of twinning matters were discussed including the fiftieth anniversary with Lubbecke, a visit from Bayeux and the possibility of a cultural event with our friends from Bayeux in 2024. It was agreed that a report be presented to the next meeting of the Committee exploring the possibility of re-establishing a Twinning Panel.
2. For many years the Council had an established Twinning Panel plus a Special Events Panel and following review a Cultural Activities Panel, the terms of reference for which was the Twinning and Special Events Panels terms of reference put together as follows:-

Community Activities

Responsible to - Management Committee

Membership - 5 Members, 4 from Management and 1 from Policy Committees and the Mayor, plus representatives from organisations as necessary.

- To consider the arrangements for any special events that the Council wishes to hold.
 - To consider matters relating to Council publicity.
 - To actively engage with representatives of the Twinning Societies in respect of Twinning matters.
 - To support and develop the existing twinning links with Bayeux, Lübbecke and Holbæk.
 - To arrange programmes of events for visiting twin town representatives.
 - To consider ways of increasing the number of exchange visits between Dorchester and its twin towns with particular emphasis on young people.
 - To support informal links between local organisations in Dorchester and their counterparts in the twin towns in all appropriate ways including financial assistance when applicable.
 - To investigate service delivery methods in the Council's twin towns and to report on lessons which might be learnt which would improve service delivery in Dorchester.
 - To monitor performance indicators established by the Council for Twinning matters.
 - To monitor the budget provision set aside for those areas within the remit of the panel.
 - To recommend budget provision for future years.
3. The Council's present policy position in regard to Twinning was agreed back in 2010 when the Council agreed:-
 - That in future the twinning societies be offered either a grant or a small, preferably daytime, reception in support of future visits to Dorchester of groups from twin towns.
 4. The Council has also agreed that 'significant' twinning anniversaries should be celebrated. This year is the 50th anniversary with Lubbecke and next year is the 65th anniversary of our twinning with Bayeux. The Council was informed some years back that Holbaek would not be taking part in any twinning visits.

5. The Committee will be asked whether it wishes to formalise a new Twinning / Cultural Activities Panel. This Panel could be established and then called to meet as and when necessary. Members may however feel that the existing arrangement whereby a Task and Finish Group is established as and when will continue to suffice.

Steve Newman
Town Clerk

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	PEOPLE NEED NATURE
2. Name and address of responsible officer who should be contacted regarding this application.	Name MILES KING Address 91 SOUTH COURT AVENUE DORCHESTER DT1 2DA Tel: _____ (Mobile) 07826 515494 Email: Miles.king@peopleneednature.org.uk
3. Address where activities are based.	DORCHESTER (INC. POUNDBURY)
4. What area (community) is served?	DORCHESTER (INC. POUNDBURY)
5. Are there any other similar facilities or services provided in the area/district?	NO
6. How does your organisation / activity benefit the residents of Dorchester	IMPROVING THE QUALITY OF LOCAL GREENSPACES, IN PARTNERSHIP WITH DUCHY OF CORNWALL AND DORCHESTER TOWN COUNCIL IMPROVING THE HEALTH AND WELLBEING OF DORCHESTER (INC POUNDBURY) RESIDENTS
7. Present charges/ subscription/fees. Please attach schedule if available.	NO CHARGES
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NO

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>SEE ATTACHED DOCUMENT FOR DETAILS.</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>2023 WILL BE A PILOT PROJECT. IF SUCCESSFUL WE WILL SEEK NHS FUNDING</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>START DATE IS DEPENDANT ON FUNDING BUT WE AIM TO START AS SOON AS POSSIBLE - 1ST MAY 2023</p>
12.	<p>Please give details of the cost of the project.</p>	<p>TOTAL COST £10,000 - SEE ATTACHED BUDGET.</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>COLLEGE OF MEDICINE + INTEGRATED HEALTH HAS AWARDED £5000. WE ARE APPLYING TO DORSET COUNCIL, DORSET COMMUNITY FOUNDATION, DORSET HEALTH TRUST, PRINCE OF WALES CHARITY FUND</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>I have spoken to Prof. David Leaper re this grant application.</p>
<p>16. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s)..... </p> <p>Position Held... <u>Chief Executive</u>.....</p> <p>For and on behalf of <u>People Need Nature</u>..... Date <u>19/4/2023</u>.....</p>		

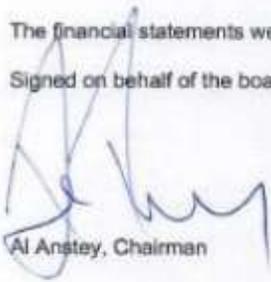
**People Need Nature
Statement of Cash Flows
Year Ended 31st March 2021**

**People Need Nature
Balance Sheet
Year Ended 31st March 2022**

	Note	2021 £	2020 £
Current assets			
Debtors		-	400
Cash at bank and in hand		2,828	6,178
Current assets		<u>2,828</u>	<u>6,578</u>
Creditors: amounts falling due within one year	8	<u>613</u>	<u>600</u>
Net current assets		<u>2,215</u>	<u>5,978</u>
Charity Funds			
Unrestricted funds		265	978
Designated funds		1,950	5,000
Restricted funds		-	-
Total charity funds	9	<u>2,215</u>	<u>5,978</u>

The financial statements were approved and authorised for issue by the Board on 2022.

Signed on behalf of the board of trustees


Al Anstey, Chairman

December 14th 2022

The notes on pages 16 to 22 form part of these financial statements.

DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Family Support
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: John Weir Address 9 Peverell Avenue West, DORCHESTER, DT13SU Tel 01305458949 (Mobile 07773737571) Email : mrjohnweir23@gmail.com
3.	Address where activities are based.	Dorford Centre at Christmas Thomas Hardy School in Summer
4.	What area (community) is served?	DASP AREA essentially DT 1/2
5.	Are there any other similar facilities or services provided in the area/district?	None that we are aware of
6.	How does your organisation / activity benefit the residents of Dorchester	Supporting families on pupil premium during school holidays
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community.</i> <i>(Continue on a separate sheet if necessary.)</i>	Supply around 300 parcels each week for five weeks in August
10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	Regularly applying for grants and support from churches and the members
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	Start 27 July 2023 24 August 2023
12.	Please give details of the cost of the project.	Approx. £25,000

13.	Please give details of other grants awarded or applied for.	Magna, Rotary, Poundbury Trust Waitrose, Batten for around £2000 in total £5000 to be provided from our reserves
14.	Amount of grant requested from Dorchester Town Council.	£1000
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	Current reserves £15000
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(John Weir).....</p> <p>Position Held Trustee and Treasurer.....</p> <p>For and on behalf of Dorchester Family Support Date: 18/4/23</p>	

DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<i>Name of organisation.</i> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Lubbecke Society
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name</i> Tess James Address 70 Monmouth Road Dorchester DT1 2DG Tel: 262359 (Mobile) 07811 303022 Email: tess.james49@gmail.com
3.	Address where activities are based.	Variable but talks and most events take place at Dorset Youth Association
4.	What area (community) is served?	Dorchester and surrounding area
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	Umbrella organisation for our twinning with Lubbecke Promotes friendship and understanding between our two towns Supports and encourages exchanges between the two towns for cultural, recreational, educational and commercial purposes Acts as a point of contact for information regarding local schools, businesses, clubs etc for both Lubbecke and Dorchester
7.	Present charges/ subscription/fees. Please attach schedule if available.	£5 membership fee pa Events charged for as appropriate
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	7 members of the Society are visiting Lubbecke in August at the invitation of the Mayor of Lubbecke and the Town Council to celebrate the 50 th Anniversary of the partnership between Dorchester and Lubbecke.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	N/A
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	11- - 14 th August 2023

12.	Please give details of the cost of the project.	Hire of minibus, travel costs to include minibus insurance , shuttle crossing and fuel £1500
13.	Please give details of other grants awarded or applied for.	None
14.	Amount of grant requested from Dorchester Town Council.	£250
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p style="text-align: center;">  </p> <p style="text-align: right;">Signature of Applicant PositionHeld Chair</p> <p>For and on behalf of Dorchester Lubbecke Society Date 2nd May 2023</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 MAY 2023
EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Poundbury Cemetery			
PAMELA K. WATTS	BURIAL	3200	T.B.A.
JANET WILSON	ASHES	3201	T.B.A.
TINA COOPER	BURIAL	3202	T.B.A.
ELIZABETH SOUTHERN	BURIAL	3203	T.B.A.
Fordington Cemetery			

1. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester's Cemeteries:-

01.03.2023 – 30.04.2023	Dorchester	Fordington	Poundbury
Interments	2	-	6
Ashes	2	2	2
Garden of Remembrance	1	-	-
Poundbury Chamber			-
Children's Plot			-